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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE See Block 16C.	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable) 522-0403		
6. ISSUED BY OFFICE OF CONTRACT MANAGEMENT USAID/HONDURAS Unit 2927 APO AA 34022	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code)			9A. AMENDMENT OF SOLICITATION NO. HOND 00-071		
			9B. DATED (SEE ITEM 11) 03/07/01		
			10A. MODIFICATION OF CONTRACT/ORDER NO.		
			10B. DATED (SEE ITEM 13)		
CODE			FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers ☒ is extended, ☐ is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

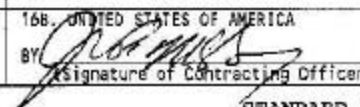
Above RFP is hereby amended as follows:

A. Clarifications to several questions submitted by potential offerors are provided on Attachment No. 1 to this amendment.

B. The Closing Date for receipt of proposals is hereby extended from April 18, 2001, 3:00 P.M. to May 2, 2001, 3:00 P.M. Honduras time. Any proposals which were mailed and received prior to issuance of this amendment will be kept

< See Continuation Sheet(s) >

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) John P. McAvoy, Contracting Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 30-105
16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 4/4/01

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE NO. 2
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14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) - CONTINUATION

unopened and offerors may submit amendments thereto until the revised deadline.

C. Section F.2 DELIVERY SCHEDULE is deleted in its entirety and substituted as follows: "The period of performance for this contract is from the date of the Contracting Officer's signature (o/a June, 2001) through December 31, 2002 with the following two option periods:

OPTION ONE: Two-year period starting on the next day of the original period expiration date.

OPTION TWO: One-year period starting on the next day of option one expiration date."

D. The following Clause is added to Section I.1:

"52.217-9 - Option to Extend the Term of the Contract MAR 2000."

E. The following Provision is added to Section L.1:

"52.217.5 - Evaluation of Options JUL 1990."

F. The following paragraph is added to Section L.8 - Instructions for the Preparation of the Cost Proposal:

"Offers must price initial contract period and all options separately from each other."

ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN WITHOUT CHANGE

## ATTACHMENT 1

Amendment No. 1 – RFP HOND 00-071

Page 1 of 3

**Q1: Should funds for salaries, transportation and perdiem expenses of GOH staff be included in the budget and paid by the Contractor or they will be included in funds distributed to and paid by the GOH agencies with the contractor involving only management and facilitating contracting?**

**A:** Any short and long term technical assistance will be included as part of the annual workplans that the Secretariat of Health will submit to USAID for approval, and it should not be part of cost proposals. The contractor will only facilitate and manage the contracting.

**Q2: Should the bond be the equivalent to the 90-day period (approximately \$687,000) covered under the request of additional funds, mentioned on item 2 Reporting and Monitoring, or should be for the total bid amount?**

**A:** Under Section A, item 1, it is estimated that the contractor will manage US\$2.75 million per year for the GOH agencies, or an average of US\$300K of monthly advances. The bond guaranty should be enough to cover the amount of the monthly advances.

**Q3: The contractor will be based in Tegucigalpa, with field operation in Region 2 and 5. It is assumed that the contractor will be responsible for the logistic of arranging for adequate office space in the three locations and purchasing or leasing required office equipment and supplies. Do we budget for administrative funding to cover those contract expenses incurred by the contractor?**

**A:** Section A6, of the scope of work, defines field personnel as to be focussed on facilitating program implementation in the primary field regions and could also include other health regions occasionally. We consider that these personnel should spend the majority of their time in the field, but we do not envision the necessity for the contractor to have field offices.

**Q4: The contractor will require transportation to support its staff in carrying out its required tasks at 18 potential technical and regional implementation units. It is assumed that the contractor will be required to purchase or lease adequate vehicles to support its operations.**

**A:** Most of the central level departments of the Secretariat of Health are located in a single building in Tegucigalpa. However, we leave it up to the bidders to include in their budget funds for purchasing or leasing vehicles as needed. Funds included in the budget will be sufficient to cover field travel for appropriate staff.

**Q5: The RFP provides an estimate of the level of effort of staff resources that will be needed to carry out the scope of work. Should the contractor propose other support staff as clerical, drivers, janitorial, etc.?**

**A:** Offerors should include in their budget funds for hiring this type of staff.

**Q6: Is there any preference or anticipation regarding the nationality of the proposed staff? Is there any expectation that some positions will be filled with US hire and others with local hire?**

**A:** Offerors should present offers that will address Section C and Section M of the RFP.

**Q7: The authorized geographic code for procurement of goods and services is 000 United States. The scope of work "Required Tasks" states that "The contractor shall make local procurements..." Will the authorized geographic code include procurement in Honduras and other developing countries in the region?**

**A:** According to 22 CFR 228.40, local procurement in the cooperating country can be eligible with certain limitations regardless of the authorized geographic code.

**Q8: The period of performance is o/a June 2001 through December 2002 (18 months). Will long term expatriate staff be provided a housing allowance, movement of household effects, dependent travel, R & R, etc.?**

**A:** Offerors may include whatever costs or allowances they consider appropriate for the staff they propose. In addition, we would like to clarify that the contract could be extended beyond the initial 18 months per the options stated on this amendment.

**Q9: In Section C under staffing, the Program Manager is listed as "Part Time". Please explain how the agency envisions a "Part Time" Program Manager on site.**

**A:** It is expected that the home office senior manager of offerors would not devote all of his/her time to this contract. However, the senior manager in Tegucigalpa could be a full-time employee. The staffing pattern included as part of the SOW is illustrative and we encourage any appropriate staffing pattern that the offerors consider effective.

**Q10: Under "required Tasks", "Staffing", it is estimated that the contractor may have up to 6.5 person month level of effort every month. According to this instruction, it comes to approximately a 117 person-month level of effort for the entire life of contract. Please confirm if this assumption is correct?**

**A:** Yes, that is correct assuming the first 18 months as the life of contract. As we stated in our response to question 7, the contract could be extended beyond December 31, 2002.

**Q11 Will it be necessary for the contractor to execute a grant agreement with the MOH and SANAA, or are the financial resources already in place?**

**A:** No, an agreement between the contractor and the MOH and SANAA won't be necessary. The contract is between USAID and the contractor. The contractor will perform its duties based on the annual workplans that the MOHH/SANAA will submit to USAID for approval. These workplans are approved through project implementation letters, which establish the amount of project funds available for specific activities for each agency and calendar year.

**Q12 The RFP makes reference to "establishing and reimbursing rotating funds...etc." The RFP also refers to procedures for administering "revolving funds". What are these rotating or revolving funds?**

**A:** Both rotating and revolving funds are the same. The contractor is expected to establish revolving (rotating) funds in the focus health areas of Region 2 and 5, as well as in other MOH/SANAA units. Health areas use these funds for small procurement. Health areas will submit to the contractor monthly requests for reimbursement for replenishing the funds.

**Q13 The contractor is required to be bonded. What is the type and level of the bond?**

**A:** See answer to question No. 2.

***Q:14 Under “Procurement and Contracting for Commodities and Services” the RFP calls for “local procurements for the implementation of MOH and SANAA activities for those items USAID does not procure directly.” In Section H.2, the authorized geographic code for procurement of goods and services is 000 United States. How do we reconcile the two statements?***

***A:*** See answer to questio No. 7.

***Q15: Under the Evaluation Criteria, one of the categories (worth 20 points) lists "Academic Qualifications" of proposed personnel. No where does the RFP list what the personnel requirements should be. Please clarify.***

***A:*** We suggested qualifications for the various staff, as for example, Part-time Program Manager and Full-time Program Administrative Manager, should have a college degree in business administration with major in accounting; Chief accountant and Chief Accountant Assistant should be public accountants (not certified public accountants), and the Full-time Procurement Agent and Full-time Program Field Management Assistant should have a college degree in business administration or in accounting. However, these qualifications are illustrative, based on our recent experience with similar firms. Bidders should make decisions on what qualifications are most appropriate for the work to be done.

***Q16: On Page 9 under Item 2 it indicates that it is estimated that under this contract a total of 50 personmonths of technical assistance shall be required. Does this mean we should budget for 50 personmonths of technical assistance and should include resumes for likely providers?***

***A:*** Yes

***Q17: Can you provide a breakdown as to whether the technical assistance is likely to be provided by local experts, expatriots or some combinations?***

***A:*** No. This should be part of the proposal.